



# Kindergarten Entry Assessment (KEA) - Roles and Responsibilities

## KEA Administrator

Classroom teachers actively teaching Kindergarten, have TS Gold accounts, and are observing and scoring Kindergarten students are considered KEA Administrators. A KEA Administrator may also be designated as the district or building KEA Coordinator and/or KEA Teacher Lead, although this is not required.

## KEA Coordinator


In order to ensure that all KEA activities proceed smoothly, building principals must ensure that districts identify or revalidate the individual(s) listed as the KEA Coordinator in the Educational Entity Master (EEM). The person designated as the KEA Coordinator will be responsible for supporting the KEA process and ensuring that MDE communication

regarding the KEA is distributed to participating teachers. The KEA Coordinator should be the point person for the following activities in the MDE Secure Site:

- Add K students to the Fall 2015 KEA Test Cycle in the MDE Secure Site
- Add K students to test sessions (or classes that will be administered the KEA) in the MDE Secure Site

If this is your first time as a test coordinator for a state delivered assessment, it is strongly recommended that you touch base with another person in your district knowledgeable about Secure Site procedures. This may include talking to the M-STEP, MI-Access, MME, or WIDA Test Coordinator in your district.





You can also find all information related to the MDE Secure Site by going to [Secure Site Training](http://www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html) web page ([http://www.michigan.gov/mde/0,4615,7-140-22709\\_57003---,00.html](http://www.michigan.gov/mde/0,4615,7-140-22709_57003---,00.html)). If you have never accessed the MDE Secure Site you will need an account established for you. Please follow the procedures in the [Division of Accountability Services \(DAS\) Secure Site Access](#) document ([http://www.michigan.gov/documents/mde/how\\_to\\_access\\_secure\\_site\\_464585\\_7.pdf](http://www.michigan.gov/documents/mde/how_to_access_secure_site_464585_7.pdf)).

For more information on identifying individuals as the KEA Coordinator in the EEM for your district or building, please contact the Center for Educational Performance and Information (CEPI) at 517-335-0505 x 3, or go to the [CEPI website](http://www.michigan.gov/cepi/0,1607,7-113-986_10485---,00.html) at [http://www.michigan.gov/cepi/0,1607,7-113-986\\_10485---,00.html](http://www.michigan.gov/cepi/0,1607,7-113-986_10485---,00.html).

## KEA Teacher Lead

Districts with **more than one** teacher administering the KEA can identify **one** of these KEA teachers as a Teacher Lead. This teacher is responsible for:

- Aiding other Kindergarten teachers administering the KEA in the district in the use of the TS Gold site and app
- Facilitating staff check-ins to ensure completion of all dimensions for all children
- Attending all bi-weekly MDE KEA Check-in Webinars to report on the district's progress

A KEA Teacher Lead is also a KEA Administrator and may or may not also be the KEA Test Coordinator.

A KEA Teacher Lead is eligible for a \$300 stipend. One Teacher Lead per district can be registered by the District KEA Coordinator. An email with registration information was sent to each participating district's KEA Coordinator, the building principal, and all participating KEA teachers.

For questions related to the MDE Secure Site, please email [baa@michigan.gov](mailto:baa@michigan.gov) or call 877-560-8378, Option 3.

